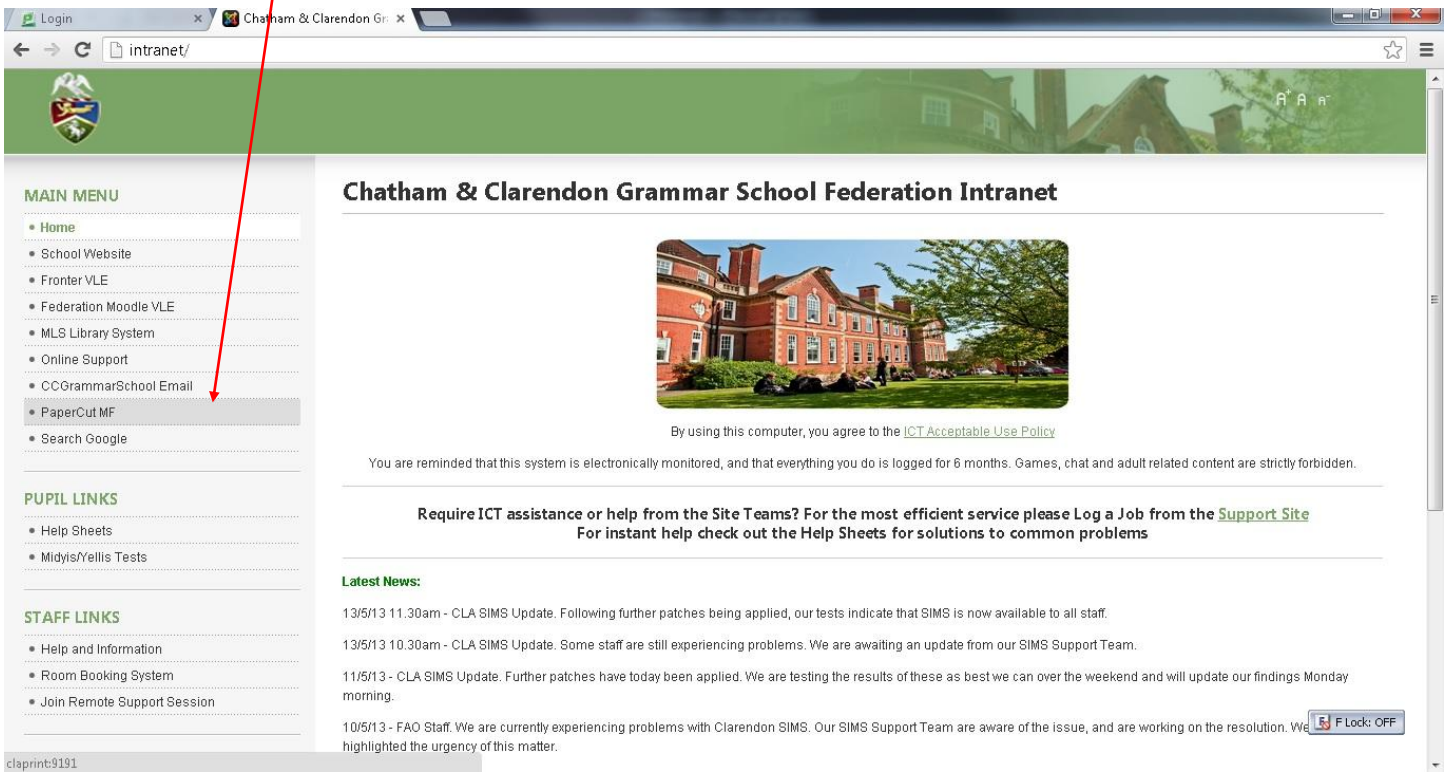
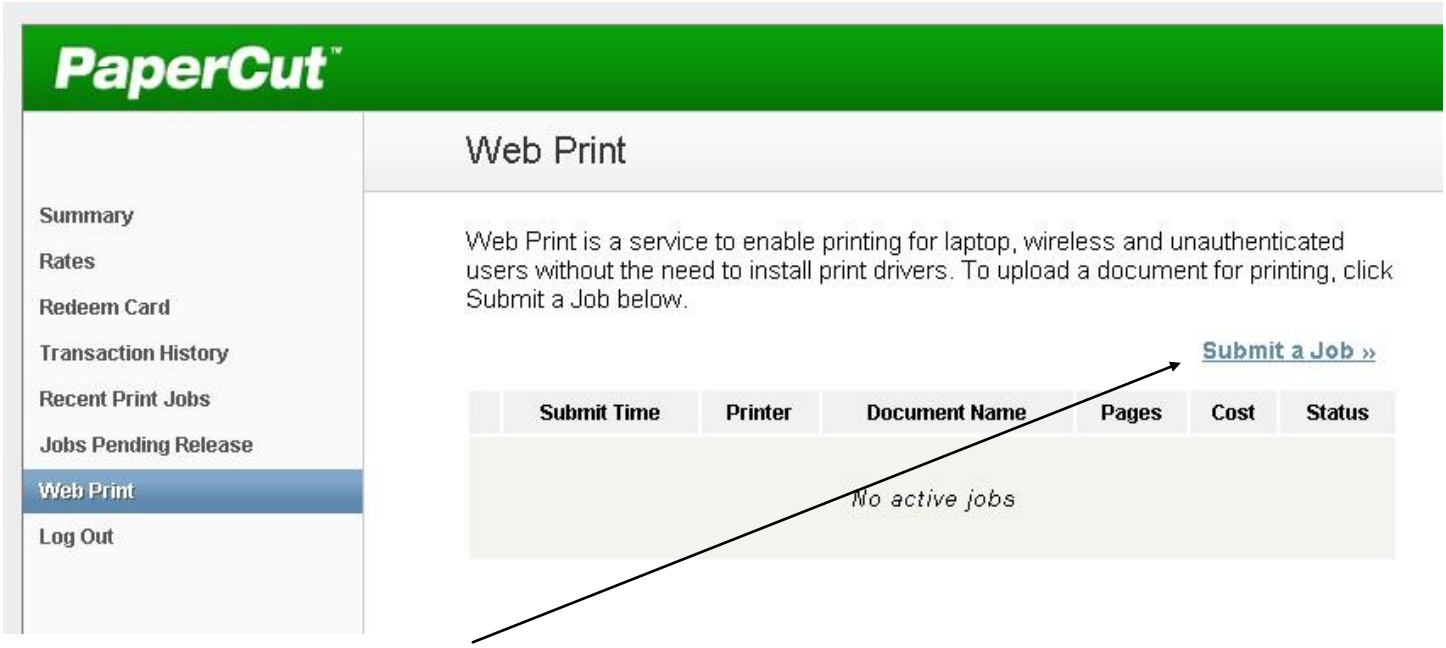
To access your PaperCut account you should follow the link on the Intranet Home Page, highlighted below.

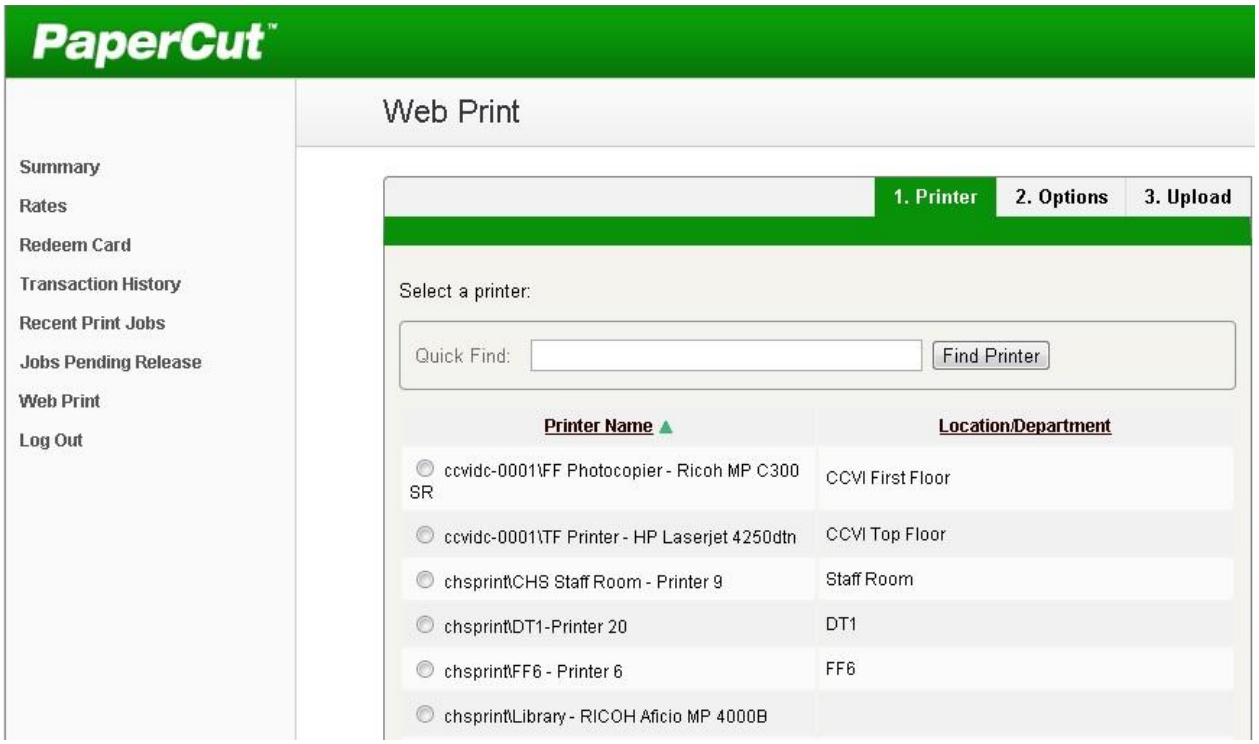

Login
Chatham & Clarendon Gr
intranet/
MAIN MENU
Home
School Website
Fronter VLE
Federation Moodle VLE
MLS Library System
Online Support
CCGrammarSchool Email
PaperCut MF
Search Google
PUPIL LINKS
Help Sheets
Midyis/Yellis Tests
STAFF LINKS
Help and Information
Room Booking System
Join Remote Support Session
Chatham & Clarendon Grammar School Federation Intranet
By using this computer, you agree to the ICT Acceptable Use Policy
You are reminded that this system is electronically monitored, and that everything you do is logged for 6 months. Games, chat and adult related content are strictly forbidden.
Require ICT assistance or help from the Site Teams? For the most efficient service please Log a Job from the Support Site
For instant help check out the Help Sheets for solutions to common problems
Latest News:
13/5/13 11.30am - CLA SIMS Update. Following further patches being applied, our tests indicate that SIMS is now available to all staff.
13/5/13 10.30am - CLA SIMS Update. Some staff are still experiencing problems. We are awaiting an update from our SIMS Support Team.
11/5/13 - CLA SIMS Update. Further patches have today been applied. We are testing the results of these as best we can over the weekend and will update our findings Monday morning.
10/5/13 - FAO Staff. We are currently experiencing problems with Clarendon SIMS. Our SIMS Support Team are aware of the issue, and are working on the resolution. We
highlighted the urgency of this matter.
F Lock: OFF
claprint:9191

You will then be presented with a login screen. You should use your standard network details to complete this form.

Web Print is a cool new feature which allows users of PaperCut to print a file from their laptop, Smartphone, or tablet device without the need for driver installation or setup. To do so, you should log into PaperCut as normal and then click on Web print on the left hand side of the window.

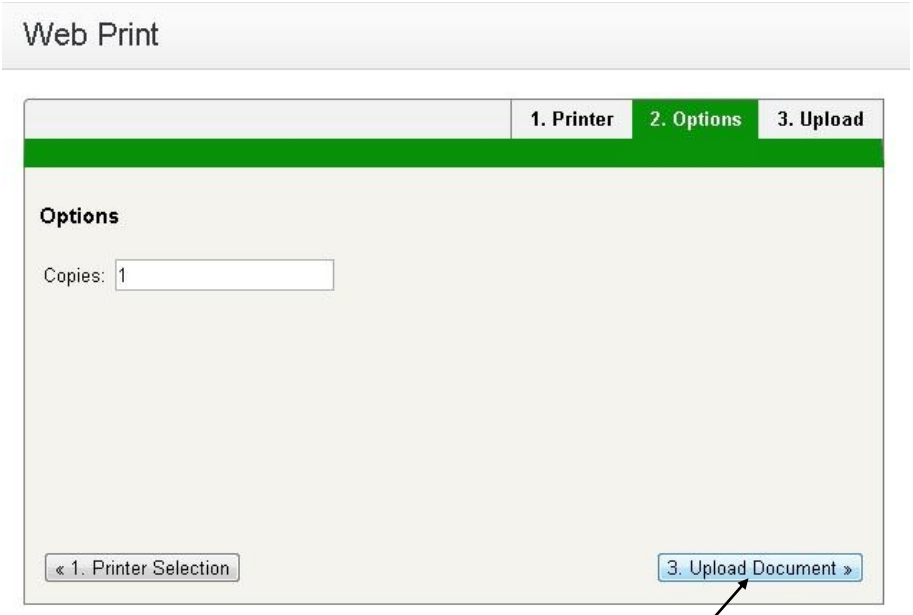


You should then click on 'Submit a Job'. At which point you will be presented with the following screen:

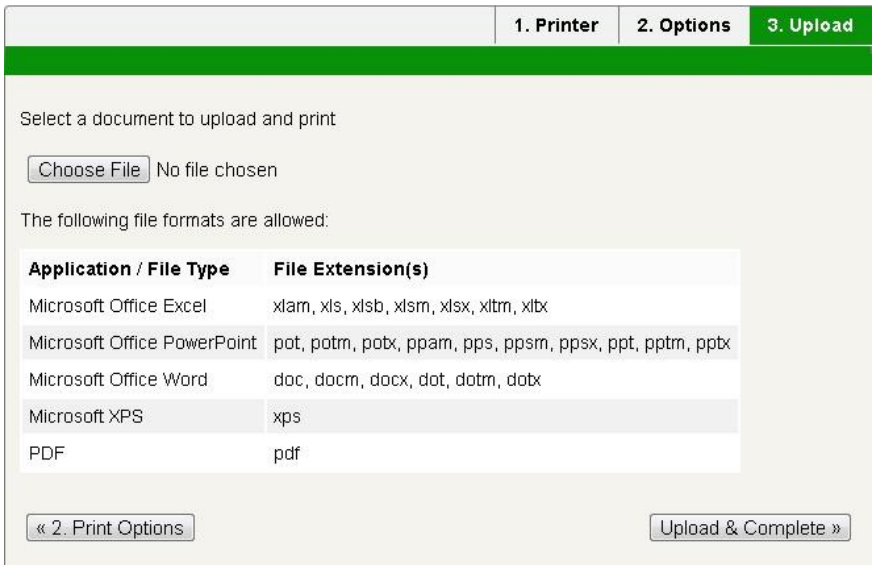


Select which printer is closest to you and thus which you would like the print job to be delivered to by clicking on the check box to the left of the correct name. Then Click on the Print Option button to proceed to the next stage.

Then select the number of copies you require, being careful to avoid any unnecessary amount of prints.



Then proceed to click 3.Upload Document.



You will then be able to 'Choose a File' to upload by browsing to it, whether it is on your USB memory device or network user area. The list of file formats below the 'choose file option', detail exactly what types you are able to upload. In short, you can upload any Microsoft Office Document, Microsoft PowerPoint File, Microsoft Excel Spreadsheet and PDF documents. Finally click 'Upload & Complete' you will then be able to watch as your file is uploaded and sent to the printer you have chosen.

If you have chosen to print to one of the Lexmark Corridor machines, your job will sit in the virtual queue waiting for you. If you have chosen a printer in a classroom, or one that is not one of the Lexmark machines, your print will come straight out and be sitting in the output tray, please be aware of this and collect your document immediately.

This way of printing is still logged and recorded in the same manner as using any other computer workstation across the federation.